

California State Library - Library Services and Technology Act (LSTA) - Financial Report Instructions

This report is due on the date listed in the LSTA Grant Guide for this project. The grant guide is located on the California State Library's website at <http://www.library.ca.gov/grants/library-services-technology-act> under the heading "Manage Your LSTA Grant."

Completing the Financial Report

Step 1: In collaboration with your Project Advisor or Library Program Consultant (LPC), complete all applicable fields on report.

Step 2: Once the Project Advisor or LPC has reviewed your report, email completed report to your assigned grant monitor for approval. Wait for approval (may take 3-5 business days).

Step 3: Once final approval is received from the grant monitor, print a copy of the report and have the library director sign it in **blue ink**.

Step 4: Scan and email signed report to LSTA Coordinator, Lynne Oliva at lynne.oliva@library.ca.gov.

Step 5: Mail the original signed copy a copy of the final approval email from grant monitor to the address below:

By Mail:

California State Library
P.O. Box 942837
Sacramento, CA 94237-0001

ATTENTION: FISCAL OFFICE-LSTA

By Non-USPS Delivery:

California State Library
900 N Street
Sacramento, CA 95814

ATTENTION: FISCAL OFFICE-LSTA